

## **Program A: Management and Finance**

Program Authorization: R.S. 36:251-259

### **Program Description**

The mission of the Management and Finance Program is to provide both quality and timely leadership and support to the various offices and programs in the Department of Health and Hospitals so that their functions and mandates can be carried out in an efficient and effective manner.

The goal of the Management and Finance Program is to provide overall direction and administrative support to the Department.

Program activities include: Fiscal Management, Information Services, Facility Management, Research and Development, Budget, Contracts and Leases, Human Resources Training/Staff Development, Materials Management, Appeals, Internal Audit, Legal Services, Communications and Inquiry, Field Operations, Bureau of Adult Protective Services, Pharmaceuticals and Therapeutic Committee, Executive Administration and Community Supports and Services.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$26,982,691	\$29,351,973	\$29,351,973	\$30,982,666	\$25,643,397	(\$3,708,576)
STATE GENERAL FUND BY:						
Interagency Transfers	527,293	802,209	802,209	767,209	794,344	(7,865)
Fees & Self-gen. Revenues	43,534	54,842	54,842	54,842	56,126	1,284
Statutory Dedications	0	493,514	493,514	851,012	776,173	282,659
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	1,643,974	662,087	662,087	662,087	675,864	13,777
TOTAL MEANS OF FINANCING	<b>\$29,197,492</b>	<b>\$31,364,625</b>	<b>\$31,364,625</b>	<b>\$33,317,816</b>	<b>\$27,945,904</b>	<b>(\$3,418,721)</b>
EXPENDITURES & REQUEST:						
Salaries	\$17,411,983	\$17,545,064	\$17,880,600	\$18,628,628	\$15,709,557	(\$2,171,043)
Other Compensation	463,745	678,879	541,000	541,000	541,000	0
Related Benefits	3,601,824	3,988,424	3,790,767	4,469,854	3,499,998	(290,769)
Total Operating Expenses	3,354,002	4,326,944	4,326,944	4,525,613	3,160,503	(1,166,441)
Professional Services	1,245,324	1,595,710	1,595,710	2,095,710	1,895,710	300,000
Total Other Charges	2,597,733	2,809,504	2,809,504	2,674,359	3,116,636	307,132
Total Acq. & Major Repairs	522,881	420,100	420,100	382,652	22,500	(397,600)
TOTAL EXPENDITURES AND REQUEST	<b>\$29,197,492</b>	<b>\$31,364,625</b>	<b>\$31,364,625</b>	<b>\$33,317,816</b>	<b>\$27,945,904</b>	<b>(\$3,418,721)</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	440	439	439	445	363	(76)
Unclassified	5	5	5	5	5	0
<b>TOTAL</b>	<b>445</b>	<b>444</b>	<b>444</b>	<b>450</b>	<b>368</b>	<b>(76)</b>

The Table of Organization (T.O.) has been adjusted to reflect 3 Other Charges positions transferred to the authorized T.O. for fiscal year 2002-2003.

## SOURCE OF FUNDING

The Management and Finance Program is funded from State General Fund, Interagency Transfers, Fees & Self-generated Revenues, Statutory Dedications, and Federal Funds. Interagency Transfer means of financing represents funds received from the Department of Education and the Office of Public Health for operation of the Disability Information Access Line (DIAL). Fees & Self-generated Revenues include payments from services and miscellaneous income, such as the sale of document copies. The Statutory Dedications come from the Health Trust Fund for administrative cost of the program and the Deficit Elimination Fund. The Federal Funds are derived from the Developmental Disabilities Grant and Primary Care Grant.

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Health Trust Fund	\$0	\$493,514	\$493,514	\$493,514	\$418,675	(\$74,839)
Deficit Elimination Fund	\$0	\$0	\$0	\$357,498	\$357,498	\$357,498

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$29,351,973</b>	<b>\$31,364,625</b>	<b>441</b>	<b>ACT 12 FISCAL YEAR 2001-2002 (Unadjusted for transfer of Other Charge positions)</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	None
<b>\$29,351,973</b>	<b>\$31,364,625</b>	<b>441</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$289,717	\$289,717	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$327,755	\$327,755	0	Classified State Employees Merit Increases for FY 2002-2003
(\$210,490)	(\$210,490)	0	Risk Management Adjustment
\$0	\$22,500	0	Acquisitions & Major Repairs
(\$420,100)	(\$420,100)	0	Non-Recurring Acquisitions & Major Repairs
(\$8,449)	(\$8,449)	0	Legislative Auditor Fees
\$68,880	\$68,880	0	Maintenance of State-Owned Buildings
\$49,914	\$49,914	0	UPS Fees
\$1,499,208	\$1,499,208	0	Salary Base Adjustment
(\$1,229,227)	(\$1,229,227)	0	Attrition Adjustment
(\$800,000)	(\$800,000)	0	Salary Funding from Other Line Items
\$0	\$357,498	0	Group Insurance Adjustment
\$15,195	\$15,195	0	Civil Service Fees
(\$3,775,605)	(\$3,875,015)	(81)	Gubernatorial Position Reduction
\$124,830	\$124,830	3	Workload Adjustment - Increased client serviced by adult protective services (abuse investigation) due to more clients in waiver services
\$135,209	\$135,209	3	Workload Adjustment - Increased caseload of federal litigation due to 61% increase in lawsuits by clients
\$450,000	\$450,000	0	Other Annualizations - Increase contract for prior authorization to all waivers and target case management services
\$0	(\$35,000)	0	Other Non-Recurring Adjustments - Funding from the Department of Social Services for the Prenatal Commission will not be provided in FY 02-03
(\$10,344)	(\$10,344)	0	Other Non-Recurring Adjustments - Reduction in the amount transferred to Civil Service for Administrative Law Judges due to decrease in cost allocation
\$50,000	\$50,000	0	Other Adjustments - Increased contracted services for network computer support to the Bureau of Community Support
\$116,295	\$160,562	0	Other Adjustments - Increased cost to the Department of Health and Hospital for Capital Park Security

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
(\$178,817)	(\$178,817)	0	Other Adjustments - To adjust funding for Group Benefits for Existing Operating Budget for FY02
(\$125,565)	(\$125,565)	0	Other Adjustments - Reduce travel to averages
\$0	\$0	3	Other Adjustments - Moved positions and related benefits in accordance with new criteria for other charges positions. The three positions have been in existence over one year and consist of salaries (\$137,126) and related benefits (\$31,854)
(\$76,982)	(\$76,982)	(1)	Other Adjustments - Adjustment to remove positions and amounts associated with employees retiring under Act 844 retirements
<b>\$25,643,397</b>	<b>\$27,945,904</b>	<b>368</b>	<b>TOTAL RECOMMENDED</b>
<b>(\$2,580,705)</b>	<b>(\$2,822,783)</b>	<b>(40)</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$23,062,692</b>	<b>\$25,123,121</b>	<b>328</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE: This supplementary recommendation represents 2.5% of the State General Fund recommendation (\$25.6 million) and 2.5% of the total budget recommendation (\$27.9 million) for this program
\$650,745	\$711,787	10	
<b>\$650,745</b>	<b>\$711,787</b>	<b>10</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE 4¢ PER CIGARETTE PACK TOBACCO TAX RATE: This supplementary recommendation represents 3% of the State General Fund recommendation (\$25.6 million) and 3% of the total budget recommendation (\$27.9 million) for this program
\$773,182	\$845,709	12	
<b>\$773,182</b>	<b>\$845,709</b>	<b>12</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE 4¢ PER CIGARETTE PACK TOBACCO TAX RATE</b>

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE INDIVIDUAL INCOME TAX LIMITATION ON EXCESS ITEMIZED DEDUCTIONS: This supplementary recommendation represents 3.5% of the State General Fund recommendation (\$25.6 million) and 3.5% of the total budget recommendation (\$27.9 million) for this program
\$902,733	\$987,412	14	
<b>\$902,733</b>	<b>\$987,412</b>	<b>14</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE INDIVIDUAL INCOME TAX LIMITATION ON EXCESS ITEMIZED DEDUCTIONS</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE AUTOMOBILE RENTAL This supplementary recommendation represents 1% of the State General Fund recommendation (\$25.6 million) and 1% of the total budget recommendation (\$27.9 million) for this program
\$254,045	\$277,875	4	
<b>\$254,045</b>	<b>\$277,875</b>	<b>4</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE AUTOMOBILE RENTAL EXCISE TAX</b>
<b>\$25,643,397</b>	<b>\$27,945,904</b>	<b>368</b>	<b>GRAND TOTAL RECOMMENDED</b>

## PROFESSIONAL SERVICES

\$62,000	Auditing and Provider Relations Services under the Health Care Provider Fee Program
\$10,000	Development of a Central Office Cost Allocation Plan
\$550,000	Legal consulting and representation services to DHH for complex Medicaid litigation, multi-state Medicaid coalition services, and polygraph examinations when appropriate to investigate staff or clients for misconduct
\$120,000	Research and development assistance to develop initiatives and increase access to quality health care
\$271,147	Plethora of Contractual Consultation Service Agreements including, but not exclusively limited to, Shellfish Management, Sanitation Issues as they relate to Shellfish and Oysters, Deaf Interpreters at public forums, et al.
\$94,539	Professional appraisal of DHH facilities used in maximizing the collection of federal funds
\$67,528	Specialized Legal Services for initiatives such as Copy Rights or Patents for specific programmatic activity based systems, ARAMIS, for example.
\$270,496	Information Systems Services department wide for various activities such as upgrades and maintenance of financial management subsystems; training on varying software changes or upgrades; support and maintenance of Local Area Networks (LAN) and Wide Area Networks (WAN); and regional support services
\$450,000	Increased contract for prior authorization of all waivers and target case management services
<b>\$1,895,710</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$20,000	Continuing Legal Education Classes for Staff Attorneys
\$15,000	Data Processing Training
\$81,752	Rural Health Initiatives provided for by a grant from the U.S. Department of Health and Human Services
\$306,984	Rural Health Critical Access Grant Administration
\$500,000	Pharmaceutics and Therapeutic Committee
\$169,579	Professional Services Maintenance
<b>\$1,093,315</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$160,562	Capitol Park Security
\$5,276	Comprehensive Public Employees' Training Program for Staff Participation in Class Offerings
\$70,117	Department of Civil Service for Personnel Services
\$60,084	Department of Civil Service for the Services of Administrative Law Judges
\$50,654	Department of Social Services for Supplies
\$44,284	Department of the Treasury for Banking Service Charges
\$510,000	Department of Transportation and Development (DOTD) for Utilities in East Wing of DOTD Complex which is occupied by the Department of Health and Hospitals
\$225,307	Emergency Medical Services training and education in the rural communities
\$20,000	Division of Administration for the Children's Cabinet per Act 833 of 1997
\$235,354	Payments to the Office of Risk Management
\$402,392	Legislative Auditor's Office for the performance of financial and program compliance audits
\$68,880	Maintenance of State-Owned Buildings
\$170,411	Uniform Payroll System Expenses
<b>\$2,023,321</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$3,116,636</b>	<b>TOTAL OTHER CHARGES</b>



## **ACQUISITIONS AND MAJOR REPAIRS**

\$22,500 Recommended funding for replacement of inoperable and obsolete office

**\$22,500 TOTAL ACQUISITIONS AND MAJOR REPAIRS**